

**SALEM COUNTY UTILITIES AUTHORITY
ALLOWAY, NEW JERSEY 08001
REQUEST FOR PUBLIC RECORDS
PUBLIC RECORDS REQUEST LIST**

Name: _____

Address: _____

Telephone(day) _____ Date _____

Information Requested:

Copy of Minutes (Meeting, date, topic)

Copy of Resolution (Meeting, date, topic)

Recycling Warnings/Solid Waste NOV'S

Other (specify) _____

Format requested photocopy CD Other _____

Distribution of form:
One copy is for the applicant upon completion
One copy is to be kept by SCUA

**SALEM COUNTY UTILITIES AUTHORITY
ALLOWAY, NEW JERSEY 08001
REQUEST FOR PUBLIC RECORDS
PUBLIC RECORDS COST ESTIMATES**

A request for a copy of Public Records should be submitted on this form which has been adopted by the SCUA Board. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Records requested have specific fees.

1. Immediate access is ordinarily available for budgets, bills, vouchers, contracts, individual employment contracts, public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
2. Records which are not readily available or which require a _____ search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time which will be required to provide the records.
3. Except as otherwise provided by law or regulation, the fee assessed _____ for the duplication of a printed record shall be \$.30 per one-sided page copy, \$6.00 per set of one meetings minutes and for any published portion of a closed meeting in the sum of \$15.00.
4. Where a request is for a copy in a format other than a photocopy, _____ reasonable efforts will be made to provide the information in the format requested. The "Special Format Fee" will be based on the cost of producing the format requested. You will have an opportunity to review and object to the charge prior to it being incurred.
5. Where a legal determination must be made as to whether records _____ are "public records" as provided by law, the Salem County Utilities Authority will review the request.

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State or any other state or the United States.

The information requested will be ready on _____

Estimated number of pages _____

Estimated cost _____

This form, when signed by the Salem County Utilities Authority Division Manager or designate, shall constitute acknowledgement of estimated cost.

Applicant _____ Date _____
SCUA Official _____ Date _____

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PUBLIC RECORDS REQUEST LIST**

To: (Name of Requester) _____

RECORDS RELEASED BY: _____ ON DATE: _____

OR
(Complete the following if record is not released)

The document or documents listed below requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

Reason provided by Name: _____ Title: _____ On Date: _____

RIGHT OF APPEAL

You have a right to appeal the decision that the document or documents are not public records. You may request an appeal by contacting Salem County Utilities Authority Board Counsel, Mr. Ross Levitsky 856-769-4250 or e-mail rlevitsky@comcast.net. or take your appeal to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A et seq.

Date

Official

ACKNOWLEDGEMENT

I hereby acknowledge that I have received the documents requested except for, any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, this form contains the information on the procedures for any appeal of the determination.

Date

Applicant

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One copy is for the applicant upon completion
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File: SCUA Records Request.doc version 7/2008